

NOTE TO NIGHT SIDO'S AND PANEL SECRETARIES:

31 May 1961

1. Effective immediately for the duration of the President's trip, the following procedures will be in effect for passing CIB items to the White House.

25X1 2. The Panel Secretary will find out from the AD/CI, or DAD in his absence, which briefs should be recommended to the White House for passage to the President's party.

3. He will notify the Night SIDO, who will be responsible for seeing that the material, properly identified, be in the White House before 1900 each evening.

4. In the event of major substantive changes, SIDO will pass corrections to the White House as available.

5. SIDO should consult AD/CI re passing to the President (via the White House Sit Room) material generating flaps after hours.

6. Any material prepared in OCI for passing to the Presidential party during non-working hours will not be sent to the White House by wire. It will be sent to the White House Situation Room by courier with specific written instructions that it be transmitted to the Presidential party.

RICHARD LEHMAN

Distribution:

25X1 AD/CI